TRI-MEweb Reporting Tool

What Is TRI-MEweb and What Does It Do?

TRI-MEweb is an online application that allows you to submit your facility's TRI forms via the Internet. You can access TRI- MEweb by logging into your Central Data Exchange (CDX) user account. TRI-MEweb provides guidance for each data element on the TRI reporting Form R or Form A Certification Statement and checks the data you enter for common errors. By using TRI-MEweb, you reduce the likelihood of submitting incorrect data and help to ensure that your facility complies with regulatory requirements.

To help expedite data entry for the current reporting year, TRI-MEweb allows you to import RY 2012 data into the RY 2013 TRI form (if your facility submitted one or more TRI forms for RY 2012). If necessary, you can also use TRI-MEweb to submit, revise, or withdraw TRI forms for RY 1991 through RY 2012. Your RY 2013 RI forms are due midnight July 1, 2014.

The TRI-MEweb application will also automatically notify you whether your facility is in a state/tribe that participates in the TRI Data Exchange (TDX). If your facility is located in a state/tribe participating in TDX, TRI-MEweb will send a copy of your federal submission to the state or tribe, satisfying the federal requirement to do so. For facilities located in a state or tribe not participating in TDX, TRI-MEweb will help you prepare a print CD, or diskette copy of your state/Indian country TRI form(s), which you can then mail to the state or tribal TRI coordinator/office. All forms submitted for reporting years prior to RY 2005 will need to send a paper, CD, or diskette copy of the TRI form(s) to the applicable state or tribe. Check with the state or tribe to determine which medium to use to submit the copy.

New TRI-MEweb Features for RY 2013

A) New Guidance for Reporting POTW Quantities in Section 8

When calculating waste management quantities reported in Section 8 of the Form R, facilities are instructed to use their best readily-available information to determine the final disposition of any toxic chemical sent to publicly-owned treatment works (POTWs). For this reason, TRI-MEweb provides a worksheet in which users distribute their POTW transfer quantities between Section 8.1 (off-site disposal and other releases) and Section 8.7 (off-site treatment) by either entering percentages or using the default values.

New for RY 2013, Table VI of the Reporting Forms and Instructions provides removal and destruction rates for toxic chemicals sent to POTWs based on experimental and estimated data from EPA's Risk-Screening Environmental Indicators (RSEI) model. These percentages are automatically pre-loaded into TRI-MEweb's worksheet for POTWs, but you may override them if you have better information on the final disposition of the chemical at the specific POTW. Aside from the new default percentages, there is no change to the functionality of this worksheet.

B) TRI-MEweb Expanded to Accept RY 1991 – RY 2004 TRI Forms

TRI-MEweb now allows facilities to submit, revise, and/or withdraw reporting forms for RYs 1991-2004. TRI-MEweb does not pre-populate reporting forms for these years and will not provide the extensive validation that it provides for RYs 2005 – 2013.

Facilities preparing and submitting TRI reporting forms for RYs 1991 – 2004 must send a copy of their forms on paper or disk to the TRI coordinator for the state or Indian country in which the facility is located (check to see which format is preferred). For RYs 2005 – 2013, TRI-MEweb will inform user if a state or tribe that are members of the TDX network and provide an electronic copy of form to them. Currently, 48 states and no tribes are TDX members.

TRI-MEweb Computer Requirements

The following are important system requirements to ensure that you can access the full suite of TRI-MEweb enhancements. Further details on how to troubleshoot issues can be found on the TRI-MEweb Resource webpage: http://www.epa.gov/tri/reporting_materials/trimeweb/index.html

1. Computer with an Internet connection.
2. A Web browser, such as Internet Explorer, Firefox, or Google Chrome.
3. Pop-ups must be allowed for cdx.epa.gov or all pop-up blockers must be disabled.
4. Browser must be set to allow JavaScript.
5. Browser security setting must be set to enable TLS 1.0.
6. You must have Java 6 update 11 (1.6.11x) or greater installed (http://www.java.com/)
7. If a mixed content pop-up window appears with a question to allow viewing only of webpage content that is delivered securely, you must select "No" to view all data provided. This pop-window may appear when clicking for the first-time the link to Regulatory Information, Section 5.3 Water bodies, Section 6.1 and 6.2 POTW or RCRA off-site location query tools.

For further assistance using the TRI-MEweb software application, visit the online TRI-MEweb tutorials: http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-tutorials

Electronic Signature Agreement (ESA) Approval.

An ESA approval is only required in RY 2013 for new certifying officials or pre-existing certifying officials that did not report to TRI last year. In RY 2012, EPA introduced an alternate method to obtain an ESA approval in real time. This real-time approval option is now available to facilities if you, as a certifying official, voluntarily provide personal identifying information to Lexis-Nexis, a third-party vendor (EPA does not collect any personal information from our users) to authenticate your identity. Scoring of the identity proofing software is based on verification of your full name, home address, date of birth, and the last four digits of the user's social security number. Third party verification and identification widgets are commonly used in banking systems.

The most significant benefit from the Lexis-Nexis method is that the certifying officials will have a second option to expedite approval of their ESA, instead of waiting up to 5 business days to

process a paper form ESA for approval by EPA. Please note that this alternate ESA approval method is optional.

Certifying officials who do not wish to provide information to Lexis-Nexis should, instead, submit a paper ESA form well in advance of the July 1 reporting deadline. The TRI Program STRONGLY recommends that a facility has its certifying official registered in CDX early in the reporting season. If you fail or opt not to use Lexis-Nexis user ID verification, you must print, sign and mail your paper ESA form to EPA.

Having issues with the TRI-MEweb application?

The following link provides TRI reporting facilities with useful instructions on how to resolve issues related to accessing the TRI-MEweb application: http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-troubleshooting-guide.

The above link identifies the most common questions and answers associated with Internet browser settings, how to resolve issues with electronic signature agreement processing, and other tips that new and returning TRI-MEweb form preparers and certifying officials will find useful when accessing TRI-MEweb via CDX.

If you need telephone support on how to use the TRI-MEweb application, you can access the CDX Helpdesk from 8:00 am to 6:00 pm (EST/EDT) by calling 888-890-1995. Users from Puerto Rico and Guam, please call (970) 494-5500.